

SPARK ACADEMY

HEALTH AND SAFETY POLICY

Policy Statement

Spark Academy Tutoring is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all tutors delivering educational services in students' homes or online.

We aim to provide a safe, professional, and responsive working environment for tutors, students, and families. This policy applies to all tutors working in a freelance/self-employed capacity on behalf of Spark Academy Tutoring.

Legal Context: Freelancers and Health & Safety Law Under the Health and Safety at Work etc. Act 1974:

Companies that engage freelancers have a legal duty to ensure, so far as is reasonably practicable, that work activities carried out by those freelancers do not pose a risk to their health or safety or to others.

Freelancers (self-employed tutors) are also responsible for ensuring that their activities do not endanger themselves or others and must comply with relevant health and safety regulations when delivering services.

Therefore, while tutors may work independently, they are still required to follow this policy and any health and safety procedures provided by the company.

Responsibilities Director

The Director has overall responsibility for ensuring appropriate health and safety arrangements are in place, communicating this policy to tutors, reviewing reported incidents and ensuring appropriate action is taken where risks are identified.

- Communicate this policy to all tutors.
- Provide Home and Online Risk Assessment Templates.
- Provide a Lone Working Risk Assessment
- Provide an Accident & Incident Reference Guide for Tutors.
- Provide an Accident & Incident Report Form.
- Review all reported incidents and take appropriate action.
- Review and update this policy annually or sooner if required.

Tutors must

- Take reasonable care of their own health and safety.
- Conduct dynamic risk assessments when entering a home or starting an online session.
- Stop a session if they feel unsafe.
- Follow the professional boundaries and physical contact guidance contained within the Spark Academy Tutoring Safeguarding and Child Protection Policy.
- Report all accidents, incidents, and near misses.
- Complete the Accident & Incident Report Form promptly after any incident.
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If tutors are unsure what to do, they must refer to the Accident & Incident Quick Reference Guide for Tutors and contact management for advice.

Freelance tutors remain responsible for any insurance obligations linked to their self-employed status.

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Lone working arrangements

Tutors must ensure that their scheduled tuition sessions are accurately recorded on TutorBird. Any changes to the agreed day and time of a session must be communicated to management so that records can be updated. Tutors must follow Spark Academy Tutoring's lone working arrangements and undertake a dynamic risk assessment when arriving at a student's home. If at any point a tutor feels unsafe, they should leave the property where it is safe to do so and contact management as soon as possible.

Home Environment Hazards

Tutors must remain alert to hazards such as:

- Aggressive or uncontrolled pets
 - Poor lighting
 - Unsafe or unstable furniture
 - Old/unsafe equipment
 - Excessive clutter or no suitable workspace
 - Trip hazards
 - Inappropriate or threatening adult behaviour
- If a tutor believes a home is unsafe or unsuitable:
- They must not remain in the property.
 - They must report the concern to Spark Academy Tutoring immediately and complete the Accident & Incident Report Form.

Spark Academy Tutoring will:

- Assess the risks.
- Communicate sensitively with parents/carers.
- Complete a formal risk assessment where necessary.
- Agree adaptations required before tuition resumes.

Online Sessions

Tutors must:

- Maintain professional conduct at all times.
 - Pause or end sessions if behaviour becomes unsafe or inappropriate.
 - Report any incidents using the Accident & Incident Report Form.
- Where concerns arise, Spark Academy Tutoring may:
- Update or complete a risk assessment.
 - Set clear expectations for online conduct.
 - Require parental supervision.
 - Adjust platform safety controls.
 - Pause tuition until safe arrangements are agreed.

Personal Safety

A parent/guardian must be present within the home unless a parental agreement form has been completed.

Tutors should avoid sharing unnecessary personal contact information.

Travel and access arrangements should be planned to minimise personal risk.

Illness or Infection

Tutors and families should notify Spark Academy Tutoring where there is a known or suspected infectious illness that may present a risk to others. Tuition arrangements should be reviewed on a case-by-case basis, with appropriate precautions or alternative arrangements made where necessary.

Hand hygiene should be maintained, and face coverings may be used if appropriate.

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Accident & Incident Reporting

All tutors must report:

- Injuries to themselves or others
- Near misses
- Aggressive or unsafe behaviour
- Unsafe home environments
- Property damage during sessions
- Online safety concerns

Reporting Process

Where an accident, incident, near miss or health and safety concern occurs, tutors must:

1. Make the situation safe, where it is safe and appropriate to do so.
 2. Contact the emergency services where there is an immediate risk of serious injury or harm.
 3. Inform the parent/carer where appropriate, unless doing so could place the child, tutor or another person at further risk or would conflict with safeguarding procedures.
 4. Contact Spark Academy Tutoring as soon as possible to report the incident or concern.
 5. Complete the Accident & Incident Report Form promptly, providing a clear and factual account of what occurred and any action taken.
- The Accident & Incident Report Form should be completed as soon as possible while details are fresh. Tutors should refer to the Accident & Incident Quick Reference Guide if they are unsure of the appropriate action to take.
 - Where a health and safety concern also raises a safeguarding concern relating to a child or young person, tutors must follow the Spark Academy Tutoring Safeguarding and Child Protection Policy and report the concern to the DSL or Deputy DSL without delay. Safeguarding concerns must always be reported in accordance with safeguarding procedures and should not be treated solely as a health and safety incident.

First Aid and Medical Emergencies

Spark Academy Tutoring does not provide a first aid service, and tutors are not required to hold a first aid qualification as part of their role. Tuition delivered in a learner's home, school or other agreed setting must take place with a responsible adult or appropriate member of staff available on the premises.

It is expected that the learner's home, school or other suitable setting will have access to appropriate basic first aid equipment.

The responsible adult or relevant staff within the setting are responsible for administering first aid where required.

Tutors must not administer medication or undertake medical procedures under any circumstances. Responsibility for medication, medical care and any required first aid remains with the learner's parent/carer, responsible adult or appropriately trained staff within the setting.

In the event of a serious illness, injury or medical emergency, the tutor should immediately alert the responsible adult or appropriate member of staff and, where necessary, contact the emergency services by calling 999. Tutors should remain with the learner where it is safe and appropriate to do so until responsibility is transferred to the responsible adult, relevant staff member or emergency services.

Any significant accident, injury or medical emergency occurring during a tuition session must be reported to Spark Academy Tutoring as soon as practicable and recorded in accordance with the organisation's accident and incident reporting procedures.

6. Policy Review

This policy will be reviewed annually, or sooner where:

- A relevant legal or regulatory change occurs.
- A serious accident, incident or health and safety concern indicates that the policy should be reviewed.
- Working practices or service delivery arrangements are significantly updated.

Policy Approved By: Becky Kowalski, Director & Designated Safeguarding Lead

Last Reviewed: August 2026

Next Review Date: August 2027